

## Steps for Conducting Active Child Count

Go to Reporting

Standard Reports

Special Education

Child Count

Select Transactional/EdPlan from the Data Source drop list

Select December 2019 | 12/02/2018 – 12/01/2019 from the Count Period drop list

Click the Green check all button

Check the box Include Exceptions/Validations

Click Generate Report

Your report has been scheduled to run at midnight

The next day, Go to Reporting

My Reports

Open the child count report

Review the exceptions tab and correct any data in ECATS that is needed

### **Error Correction:**

Correct any demographic errors in PowerSchool and wait overnight for the record to update, then re-run the report.

### **Removing Students:**

If you have students on your report that have been exited or are no longer in EC services, first make sure they have been exited in PowerSchool. Then pull up their record in ECATS, from the Student Information drop list, select Student Level Report View. Select the count you are working on. Check the box to exclude the student. Scroll to the bottom of the page and click update the data base.

If the student is Inactive in ECATS, select Admin, School System, Administration, Inactive Students. Then select Student Level Report View. Select the count you are working on. Check the box to exclude the student. Scroll to the bottom of the page and click update the data base.

### **Certification:**

Once all errors are corrected, and a report is generated with no Errors (warnings are okay) Go to Admin

Reporting

State Reporting Certification

Click Certify

Check the box next to:

I certify that the information was submitted and accepted by ECATS for Region/LEA:

Click Certify Active Child Count

Once the count is certified you will see a Green Check on the State Reporting Certification Page and until the State Count closes you will see a Decertify button. This can be used to make corrections until the count period closes.